



SUDBURY PRIMARY SCHOOL & NURSERY UNIT

LONDON BOROUGH OF BRENT

Watford Road, Wembley,
Middlesex, HA0 3EY

Tel: 020 8385 4444

Fax: 020 8385 4441

Email: admin@sudbury.brent.sch.uk

Web: www.sudbury.brent.sch.uk

Respect Responsibility Integrity Compassion Humility

Booking Information for event on _____

Food and drink

Will food and drinks be served: Yes No

Will alcohol be served: Yes No

1. Please note all food/drink cartons/alcohol bottles and other rubbish must:
 - a) Be contained in the Hall and Lobby area NOT in the playground / car park area (unless your function is being held in these areas)
 - b) At the end of your function all of the above must be disposed of in the bags and bins provided
 - c) Don not dispose of any food wastage / drink down the any drains or toilets. This will cause a blockage and you will be charged for any labour needed to clear it.
 - d) Do not throw waste into or around the school premises, garden area or displays.

Entertainment:

Will music be played Yes No

Will there be a live band Yes No

*Please note the following:

1. All music and playing of instruments must stop at 11:30 pm (23.30hrs)
2. If a member of the letting staff asks you to lower the volume of the music you must do so, failure to cooperate with staff may lead to your function being cancelled and you will be asked to vacate the premises.
3. Further refusal will lead to the police being called and you will be escorted from our premises.

Decorations:

Will there be decorations Yes No

Will there be confetti Yes No

Will there be Party Poppers Yes No

Will Candles be used Yes No

1. No decorations are to be fixed to any glass fixture/fittings.
2. Any decorations put up must be fixed in such a way as not to damage or mark the surface to which they have been attached – Ideally use Blu or White Tac.



Company Registration No. 8147330
Registered Office: As Above
Registered in: England and Wales



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Please ensure that all confetti/party poppers are cleaned before you leave, as when this is wet it will stain wood and furnishing. Candles are placed on a safe surface and not on any of the school furnishing or near hall curtains or displays.

BOOKING REFERENCE:

SUDBURY PRIMARY SCHOOL CHILD PROTECTION POLICY

Introduction

The Governors and Staff at Sudbury Primary School fully recognise the contribution it makes to safeguarding children. We recognise that all staff, including volunteers, have a full and active part to play in protecting our pupils from harm.

All Governors and Staff believe that our school should provide a caring, positive, safe and stimulating environment which promotes the social, physical and moral development of the individual child.

Procedures

Our school procedures for safeguarding children will be in line with the Local Education Authority and ACPC procedures.

Prevention

Our school community will:

1. Establish and maintain an ethos where children feel secure
2. Ensure that all children know there is an adult whom they can approach if they are worried or in difficulty.



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B/T/S/A
BRENT TEACHING
SCHOOL ALLIANCE



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